

Mary Lopez

Toronto

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References available upon request

Education

Current	University of Toronto Bioinformatics Specialist
2017	TMS School International Baccalaureate Diploma
2016	School of the Art Institute of Chicago— Material Manipulation University Credit

Professional Experience

2020-2023	<p>Administrative Assistant, Kia of Newmarket, Newmarket</p> <p>Attended front desk, provided first person contact for all customers. Helped organize sales, filed documents, developed sales reports. Organized office operations, put together schedules and coordinated meetings, designed filing systems. Controlled client and partner correspondence, made appointments, and worked phone assistance.</p>
2016 - 2020	<p>Tutor, Self-Employed</p> <p>English and Spanish for middle and high school students in both IB and Ontario provincial school systems. Practiced and solidified my understanding of basic concepts of language and communication. Managed personal schedule and earnings.</p>
2019	<p>Intern, University Health Network</p> <p>Worked under the manager of clinical applications, aided in the development of a Clojure mobile application used in hospitals to register and track patients' health records, and recommend treatment plans. Responsible for the transfer the existing health record database to the FHIR data format standard.</p>
2017	<p>Sales Associate, Abaton Boutique, Maple</p> <p>Engaged with customers to service them, carried out sales transactions at POS system. Merchandised the store, cleaned and organized, maintained the layout to create a cohesive aesthetic, updated the presentation of the store.</p>

Skills

- Languages spoken: English, Spanish, French, Italian, and conversational Russian.
- Certified in [HTML](#), [CSS](#), [JavaScript](#) from Coursera, used knowledge to create websites
- Studied and completed projects in [Python](#), [C](#), [Java](#), and [R](#) for university courses, used to create programs such as mobile and web applications, and analyze and visualize data.